

## LIST OF ITEMS TO BE KEPT ON HAND FOR GRANT APPLICATIONS

1. Articles of Incorporation/Charter and Bylaws – should have if a 501 C (3).
2. List of Organization Achievement – reference for when you go to draft the grant application.
3. Mission Statement – short and sweet – your purpose for being.
4. Current list of all Principal Staff Members, Officers, Directors and Board Members. (*To include Titles, Terms of Office, Addresses, and Phone numbers of Board Members*) But remember to only give the grantor what information they request.
5. Staff Job Descriptions and Current Resumes – should have on file and they you are prepared to give funding agency key programmatic personnel.
6. DUNS number – required for federal grant applications.
7. Current SAMS Registration and CAGE Code – required for federal grant applications.
8. “Certificate of Status” issued by the Maryland State Department of Assessments and Taxation (see the website [www.dat.state.md.us](http://www.dat.state.md.us) )
9. Letter from the Office of the Secretary of State which indicates your organization’s registration status in Maryland is current (see their website [www.sos.state.md.us](http://www.sos.state.md.us) )
10. Certification that the Internal Revenue Service (IRS) recognizes the organization named in this application as tax-exempt under 26 U.S.C. 501 (c) (3) and to which contributions are tax deductible pursuant to 26 U.S.C. 170. Include a copy of the most recent IRS determination letter.
11. SIGNED Internal Revenue Service Form 990 or financial audit of organization.
12. Agency operating budget, **approved and signed by the Chief Executive Officer**, for your organization’s current fiscal year, which specifically identifies all revenues and expenses. You should also have easy access to previous years.
13. A-133 Audit if your organization receives \$750,000 or more in federal funding annually.